

Access to Justice Position Description

Job Title:	Trial Bond Intake Officer
Job Type:	Full-Time Temporary
FLSA:	Non-Exempt
Civil Service Status	At-Will

Summary:

Under general supervision of the Therapeutic Justice Foundation, Inc. Board of Directors and/ or the Chair/ President/ CEO of the Therapeutic Justice Foundation, Inc. as indicated by the Board. Also, the Trial Bond Intake Officer is under the direct supervision of the Trial Bond Manager.

The Trial Bond Intake Officer will recruit and enroll participants in the Justice Study, link study participants with community resources, send court reminders, conduct research surveys, and follow the court process to completion to help decrease barriers in the pre-trial process.

The Justice Study is being conducted by researchers at the Harvard Access to Justice Lab (A2J Lab), in collaboration with researchers at the University of Zurich and ETH Zurich. The Study will rigorously evaluate the short and long-term effects of pretrial incarceration and is expected to contribute significantly to criminal justice system policies in Texas, as well as other jurisdictions. This position will be a critical part of the study's implementation in Texas.

Duties and Responsibilities:

Under the direction of the Trial Bond Manager, assist in the bail-out process, track the funding, and provide reports to the University of Zurich on the bail fund expenditures;

Ensure that best practices are being followed;

Coordinate with the research team to identify, interview, conduct the informed consent process, and enroll participants in the research study at the Jail or Magistrate;

Coordinate with the research team to conduct study surveys at intake, as well as follow-up surveys for participants who remain incarcerated at the planned survey times;

Coordinate with community agencies and pretrial services to connect study participants with support services;

Apprise defendants of conditions of bond regarding court dates and schedules;

Maintain a current address for clients, phone number, and place of employment;

Maintain detailed supervision files on participants who are in residential and outpatient treatment programs;

Under the direction of the Trial Bond Manager, assist in preparing all data reports of study statistics such as releases, re-arrests bond forfeitures, and closed files;

Under the direction of the Trial Bond Manager, assist in providing data and financial accounting reports to the Therapeutic Justice Foundation, Inc. as required by the Board of Directors and/ or the Chair/ CEO/ President of the Therapeutic Justice Foundation, Inc.;

Under the direction of the Trial Bond Manager, assist in ensuring proper accounting of funds and facilitating the return of funds to the account when applicable;

Participate in all audits and reporting requirements for the A2J Lab, UZH, and the study's funder;

Monitor work productivity or quality to ensure compliance with standard operating procedures;

Minimum Qualifications:

Graduation from an accredited college or university with a bachelor's degree in Social Work, Criminal Justice, Industrial-Organizational Psychology, or a closely related field, and six months experience with the criminal justice system; or an equivalent combination of education and experience.

Must have strong knowledge of data collection;

Fluent in Spanish;

Good knowledge of the criminal justice system;

Knowledge of regulatory legislation regarding detention and release guidelines; considerable skill in effective and efficient case management;

Ability to perform basic mathematical calculations; ability to operate a personal computer and basic office equipment; ability to establish and maintain effective working relationships with co-workers, County employees, outside organizations, law enforcement agencies, and the general public;

Must have a valid driver's license;

Must secure and maintain a favorable background investigation and criminal history from the Bexar County Sheriff's Office;

May be required to work more than 40 hours during the workweek, and expected to flex out the time as directed by the manager.

Working Environment and Physical Demands:

Working conditions are primarily indoors

Required to work in a jail environment

Occasionally moves items weighing up to 10-15 pounds

Occasionally moves about the office

Frequently communicates with others; must be able to exchange accurate information

Constantly operates a computer and other office productivity machinery

Positions self to perform essential functions

Must be able to remain in a stationary position

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Candidates whose disabilities make them unable to meet these requirements will still be considered qualified if they can perform the Essential Functions of the job with reasonable accommodation.